

STAR Small Grant Program Application Instructions



The Neighborhood STAR Small Grant Program awards grants with a minimum amount of \$5,000 and maximum of \$20,000 to public and non-profit organizations within the neighborhoods of the City of Saint Paul. Projects/businesses located within the downtown cultural district should apply to the Cultural STAR Program, while neighborhood businesses need to apply to the large loan and grant Neighborhood STAR Program.

It is important to read the Neighborhood STAR guidelines in order to complete the Small Grant application. **Please call 651-266-STAR (7827) for guidelines.**

All responses must be typewritten. Please confine your responses to the space provided.

The application must be completed in full. Unfortunately, incomplete applications will not be considered by the STAR Board.

Applications must be **received** by STAR Program staff by **4:00 p.m., Thursday, March 16, 2000.** **Late applications will not be accepted.**

Please attach a non-refundable \$50 check, made out to "Saint Paul's STAR Program" along with completed application to:

Neighborhood STAR Small Grant Program
Department of Planning and Economic Development
1400 City Hall Annex
25 West Fourth Street
Saint Paul, Minnesota 55102-1632

Questions regarding this Small Grant application form should be directed to Michelle Swanson, 651-266-6574, Bob Hammer, 651-266-6693, STAR staff, or 651-266-STAR (7827).

Department of Planning
and Economic Development
1440 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102-1632
(651) 266-STAR (266-7827)
FAX: (651) 228-3220

Tracking # _____
Quadrant _____



Please attach a non-refundable \$50 check made out to "Saint Paul's Star Program"

STAR SMALL GRANT APPLICATION

Please type all responses

Project Name: _____ Ward _____ Planning District _____

Legal Entity Submitting Request _____

Please check type of entity: Public _____ Non-Profit _____

Address _____
STREET CITY STATE ZIP

Person Responsible For This Request _____

Daytime Phone _____ Fax # _____

E-mail Address _____

Funding request

1. What is the amount of your STAR grant request? \$ _____
(amount must be at least \$5000, but cannot exceed \$20,000)
2. What is the total amount of your matching funds? \$ _____

Signature of individual completing application typed name title date

Signature of Chief Officer or President typed name title date

3. Proposal description: Please summarize the key elements of your proposal in the space provided.
4. Will new permanent living wage jobs be created? yes ____ no ____ est. # ____
If yes, please describe.
5. Briefly describe the specific neighborhood problem or need your project is designed to address. Cite references, if possible, from City Comprehensive Plans, Small Area Plans, Annual Citizen Participation Goals and/or other studies. (Plans are available for review by calling Michelle Swanson of PED at 266-6574.)
6. Briefly describe, in quantifiable terms, the specific results and impact your project will achieve when completed (examples: rehabilitation of 5 houses, installation of tot lot equipment.)

7a. Describe your organization -- history, structure, membership, etc. and its experience in managing similar projects.

7b. Who is the designated project manager? _____ Describe his/her background, skills and experience in managing similar-type projects.

8a. In order to accomplish your objectives does your project have to be coordinated with any other project or program? yes_____ no_____. If "Yes," briefly describe the other project or program and the relationship.

8b. How long will it take to complete this project?

8c. Explain how this project will be maintained over the required seven-year life expectancy of the improvement.

9. Which purposes and objectives of the STAR Program does your proposal address? (See Page 1 of the Guidelines).

10. Describe the citizen involvement in developing this project.

11. Please specify the project street address and boundaries (example: University Ave. on the north, etc.) and attach a map (reproducible on a copy machine) showing the project boundaries.

12. Has your organization received monies from the City in the past? yes____ no____. If yes, please list:

13. Please report any present or past adverse lending relationship between this entity and the City or HRA.

14. Complete the Line Item Budget; itemize use of STAR funds and private match.

CATEGORY: STAR FUNDS	GRANT \$	MATCH \$	TOTAL \$
Acquisition			
Relocation			
Rehabilitation:			
residential - owner			
residential - rental			
commercial			
industrial			
public			
* other			
New Construction:			
residential - owner			
residential - rental			
commercial			
industrial			
public			
* other			
Demolition			
Public Streetscape Improvements			
Public Park/Playground Improvements			
Private Open Space Improvements			
Extraordinary Site Improvements: hazardous materials removed			
** Direct Project Costs			
TOTALS			

Line item examples:

Commercial/Housing Rehabilitation	improvements to an existing structure
New Construction:	additions, new structure
Public improvements:	streetscapes/parks: benches, signs, lighting, trash receptacles
Private Open Space Improvements	tot lot' community garden on private property
Direct Project Costs:	insurance, design, permits, and other fees (soft costs)

* **OTHER:** Provide a detailed explanation of this category and list specific costs.

* **DIRECT PROJECT CONSTRUCTION COSTS (SOFT COSTS):** -Administration, marketing, operation costs are not eligible for STAR funds. Salary costs are not allowed, eligible construction management costs must be charged as a fee. List other soft costs: architect and engineering fees, legal fees, closing costs, loan fees, permits, licenses, etc. (Total soft costs may not exceed 20% of the STAR funds..) **Itemize the amount and describe costs below:**

- 1.
- 2.
- 3.

15. SOURCE OF MATCHING FUNDS (Must be directly related to the capital improvement proposal. Refer to guidelines (page 20-22) for eligible match criteria.)

SOURCE	AMOUNT	DATE AVAILABLE
DONATION/IN-KIND SERVICES		
1. * Estimated Volunteer Labor: (Valued at \$10 per hour)		
2. Estimated In-Kind Services: (Supplies, Equipment)		
		\$
		\$
3. Estimate and name source of Cash Donations:		
		\$
		\$
4. Name amount of anticipated Foundation Grants:		
		\$
		\$
		\$
5. Amount of loan and name of lender		
		\$
		\$
6. Amount and source of Private Equity: (Such as Owner's Equity)		
		\$
		\$
7. Amount and Source of other match:		
		\$
		\$
Total Value of Private Match:		\$
8. What evidence is there that the above declarations are realistic?		
<p>* Sweat equity/volunteer labor may be used for up to 30% of the match.</p>		